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ONTARIO

Department of Education

The Lower School Examination

REGULATIONS

ISSUED BY AUTHORITY OF
THE MINISTER OF EDUCATION

REGULATIONS

LOWER SCHOOL EXAMINATION

Commencing with the examinations of 1933, the Lower School examination will be conducted through the High School Entrance Boards of the Province under the following Regulations:

1. The examination question papers shall be prepared by the Department of Education.
2. Lower School examinations shall be held at each High School and Collegiate Institute, and at such other High School Entrance centres as the County Council or the High School Board concerned may direct.
3. Subject to the approval of the Minister, Presiding Officers shall be appointed and placed by the High School Entrance Boards, and shall be entitled to the same rate of remuneration as Presiding Officers appointed for the High School Entrance examination.
4. On the request of the Public School Inspector in whose Inspectorate the candidates will write, the Principal of each school having Lower School candidates shall furnish a confidential report showing the probable number of candidates from his school for each subject and the centre or centres at which they intend to write.
5. On the Thursday immediately preceding the Departmental examinations, *but not before that date*, the Principal of each school having the right to recommend candidates for Lower School certificates shall notify each candidate of the paper or papers in which he is entitled to a certificate without writing on the Departmental examinations. No teacher shall give to any Lower School candidate any information regarding final school tests upon which recommendations may in part be based, nor shall the teacher divulge to any one the names of candidates recommended for certificates.
6. Presiding Officers shall collect the candidates' answer papers and hand them over to the Public School Inspector. The High School Entrance Board shall then distribute the papers among the examiners for valuation.
7. For the purpose of valuing Lower School answer papers the High School Entrance Board may appoint assistant examiners if required.
8. All Lower School examiners and assistant examiners shall be Public or Separate School Inspectors, or shall be the holders of Permanent High School certificates or of Permanent First Class certificates who have had at least two years' experience in High or Continuation School or Fifth Class work. No teacher shall be appointed to value the answer papers in a subject which he is not actually engaged in teaching.

9. In addition to the requirements set forth in 8 above, examiners appointed to value the answer papers in Art shall hold at least Elementary Art certificates, and those appointed to value the papers in Science shall hold at least Upper School certificates in Biology, and those appointed to value the papers in Agriculture shall hold at least Intermediate certificates in Agriculture.

10. As far as practicable the answer papers of the different candidates shall be distributed so that the same examiner will value the answer papers in the same subject throughout, provided always that no examiner will value the answer papers of his own pupils or of pupils prepared in the school in which he was engaged during the year.

11. The examiners who value the Lower School answer papers shall be paid at the rate of 25 cents for each paper.

12. The County Council or the High School Board under which a Lower School examination is held shall pay the expenses of the examination on the certificate of the Chairman and the Secretary of the High School Entrance Board.

13. The County Council or the High School Board shall impose a fee of \$1.00 for each paper written by a candidate, the maximum fee to be paid by a candidate to be \$5.00.

14. In case the costs of conducting the examination exceed the revenue derived from fees, the excess costs will be paid by the Department of Education upon the receipt of a statement from the Secretary of the High School Board or the Treasurer of the County Council, as the case may be, showing in detail the fees received and the expenses incurred. Such statement shall be accompanied by vouchers showing the amounts paid out for the expenses of the examination.

15. The High School Entrance Board shall transmit to the Department for the consideration of the Minister, not later than 21 days after the close of the examination, a report in the case of each candidate, in accordance with the particulars specified in an official form, with a declaration signed by the members of the Board that the provisions of the Regulations have been duly observed.

16. In no circumstances shall any information whatever concerning the results of the examination be made public until the Secretary of the Board has been so authorized by the Minister.

17. On the last day of school the Principal of a Collegiate Institute, a High, Vocational or Continuation School or Fifth Class or private school which has the right to recommend candidates for standing under the provisions relating to the Lower School examinations as laid down in subsections (1), (2) and (3) of section 10, page 82 of the High School Courses of Study, shall transmit to the Public School Inspector, who is the Secretary of the High School Entrance Board, a statement showing the candidates to be granted certificates upon the recommendation of their teachers.

18. The High School Entrance Board shall issue to every candidate, upon a form supplied by the Department of Education, a certificate signed by the

Chairman and the Secretary, showing the standing obtained by him in each paper written, and the standing obtained by him in each paper in which he has been recommended for standing in accordance with the special provisions relating to the Lower School examination. (See Special Provisions, page 82 of the High School Courses of Study.)

19. Candidates who fail may have their answer papers reread by lodging an appeal with the Department of Education on or before the first day of October of the year in which the examination was written and by paying for each paper appealed a fee of \$2.00, which will be returned if the appeal is sustained.

20. The Secretary shall be paid at the rate of \$7.50 per diem of six hours for secretarial work in connection with the Lower School results when not performed at regular meetings of the Board. Where owing to the large number of candidates the secretarial work is excessive, the Board may authorize the Secretary to secure the services of a stenographer, who shall be paid at a rate not to exceed \$3.00 per diem.

21. The Regulations governing the High School Entrance examination will apply in any particular not covered by these Regulations.